

LEON VALLEY TRADE AND MARKET DAYS 2006 VENDOR APPLICATION FORM
City of Leon Valley, 6400 El Verde Road, Leon Valley, Texas 78238
210-684-1391 ext.227 – www.cityofleonvalley.org and www.leonvalleytradeandmarketdays.com
(Market Days Location is 6427 Evers Road)

Name: _____ Phone: _____ Fax: _____

Business/Organization Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Web Address: _____

Texas State Sales and Use Tax Permit Number: _____

(Copy of permit must be attached to this application)

Cash, check or money order must be attached to this application. Do not send cash by mail. Make checks payable to the **City of Leon Valley**. Amount enclosed: _____ Driver's License #: _____

*****DESCRIPTION OF GOODS TO BE SOLD (include photo(s) with application):**

*** Suggested categories include antiques, collectibles, arts, crafts, plants, fresh farm produce, and unusual items/unique items as recommended and approved by the Trade & Market Days Committee. The Committee sets limits on number (percentage) of booths allowed for each category. Used Clothing, Firearms, live animals & pornographic material are prohibited and all food sold must be in keeping with the Health Department's regulations. Leasing Manager has final say on goods to be sold.

CIRCLE ALL MONTHS YOU INTEND TO PARTICIPATE:

(Hours/dates of operation: 9:30 am – 6:00 pm, 2nd Saturday, April – December except for June)

April 8	July 8	September 9	November 11
May 13	August 12	October 14	December 9

PLEASE CIRCLE BOOTH PREFERENCE (First come/first serve basis):

Set up Saturday starting at 7:00 a.m.

Inside Building area-----	\$40	Open Grass Area-----	\$30	Open Double Area-----	\$60
Covered Porch area-----	\$35	Open Concrete Area-----	\$30		

Set up Friday Night starting at 5:30 p.m. (Over night security provided)

Inside Building-----\$48

CIRCLE ADDITIONAL NEEDS:

ELECTRICITY: (subject to availability) \$3 TABLES: \$4 ea CHAIRS: \$3 ea
(Vendors are to supply their own extension cords)

LIST ANY SPECIAL NEEDS/REQUESTS: _____

How did you hear about us? _____

The City of Leon Valley is not liable for any injuries to any vendor or employees, nor for any loss or damage to personal property while participating in Leon Valley Trade and Market Days.

LEON VALLEY TRADE AND MARKET DAYS 2006 VENDOR INFORMATION SHEET

City Of Leon Valley, 6400 El Verde Road, Leon Valley, Texas 78238

210-684-1391 ext.227 - www.cityofleonvalley.org and www.leonvalleytradeandmarketdays.com

Please retain this sheet for your records

1. LOCATION: Conference and Community Center area, 6427 Evers Rd, Leon Valley, Texas 78238
2. DAYS / TIMES: Are held 9:30 am - 6:00 pm, 2nd Saturday of each month, April – Dec.2006, except June.
3. BOOTHES: Booth areas are 100 square feet. They are assigned on a first come basis. All canopies and tents must be tied down and secured. City is not responsible for any damage, theft or injuries to merchandise or vendors.
4. SUGGESTED CATEGORIES: Include antiques, collectibles, arts, crafts, plants, fresh farm produce, unusual items, and unique items as recommended and approved by the Trade & Market Days Committee. The Committee sets limits on number (percentage) of total booths allowed for each category. Used Clothing, Firearms, live animals & pornographic material are prohibited. All food sold must be licensed and in keeping with the Leon Valley Health Department regulations. Leasing Manager has the final say on goods to be sold.
5. SET-UP/TAKE DOWN : Friday setup is between 5:30 and 9:30 p.m.; Saturday setup is at 7:00 a.m. Booths must be taken down by 8:30 pm on Saturday.
6. ALL VENDORS must arrive and be set up by 9:30 a.m. Saturday. Any booths not occupied by 8:00 a.m. Saturday will be leased out to another vendor on a first come basis.
7. SHARING of a booth area or subletting must be approved by Leasing Manager.
8. VENDOR'S VEHICLES must be parked in designated vendor parking area by 9:00 a.m. on Saturday. Vehicles must stay on paved areas.
9. NO REFUNDS if a seven-day notice is not given or for rain days.
10. PAYMENT (of booth, tables, chairs, electricity) to be by cash, money order or personal check at time of application. NSF check fee is \$25. Do not send cash by mail.
11. VENDORS RESERVING and paying for the year will be given a 5% discount and first choice of available location if they submit their application and payment no later than February 1st of each year. Persons submitting their application for a year after that date will not be given the 5% discount.
12. PARTICIPATING VENDORS have first choice to reserve their space for the following month if they pay for the following month by the end of current Trade & Market Day. Fee must be paid by check.
13. VENDOR generated trash (packing material, boxes, paper etc.) must be disposed of by the Vendor. Dumpsters are provided behind the Community Center.
14. CONFIRMATION: Your approved application will receive a confirmation number. This is NOT the booth number. The booth number will be available the Friday prior to each event. For confirmation notification please enclose a self-addressed envelope with your application. For additional information please call the Development Department at 210-684-1391 ext 227 or email msmith@ci.leon-valley.tx.us.
15. SALES TAX PERMIT: All vendors will be required to show proof of active Sales and Use Tax Permit, or proof of exemption prior to issuance of a daily booth permit. Sales tax is 7.75%.